

**SELF-SERVICE CENTER  
PROCEDURES TO  
PETITION TO CHANGE AN ORDER OF ASSIGNMENT**  
(When the Other Party Will Not Sign an Agreement to the Change)

☐ **STEP 1: Complete the following forms:**

- Petition to Change Order of Assignment
- Order of Assignment
- Current Employer Information Sheet

☐ **STEP 2: Make three copies\* of the Petition to Change Order of Assignment.**

\* **If** there is an ATLAS number for your case, which indicates the child support enforcement services of the state IV-D agency are involved, make a fourth copy for that agency.

☐ **STEP 3: Separate your documents into three sets** (four, if the IV-D Agency is involved). Put your documents in this order:

**Set 1 - ORIGINALS (and Copies) to be filed with the Clerk of Court:**

1. Petition to Change Order of Assignment (1 original +2 copies)
2. Order of Assignment (1 original + 1 copy)
3. Current Employer Information Sheet (1 original)
4. Two self-addressed, stamped envelopes\*

\*One addressed to you; One addressed to the other party

**Set 2 - Copy for You:**

- (1) Petition to Change Order of Assignment

**Set 3 - Copy for Other Party:**

- (1) Petition to Change Order of Assignment

**Set 4 - Copy for IV-D Agency\*:** \*if applicable

- (1) Petition to Change Order of Assignment

☐ **STEP 4: GO TO THE COURT TO FILE YOUR PAPERS. Take all originals and copies.**

The Court is open from 8am-5pm, Monday-Friday. **You should go to the Court at least two hours before it closes.** You may file your court papers at the following Superior Court locations:

Clerk of the Superior Court  
**Central Court Building**  
201 West Jefferson, 1st floor  
Phoenix, Arizona 85003

The Clerk of the Superior Court  
**Northeast Court Complex**  
18380 North 40<sup>th</sup> Street  
Phoenix, Arizona 85032

Clerk of the Superior Court  
**Southeast Court Complex**  
222 East Javelina Drive, 1st floor  
Mesa, Arizona 85210

Clerk of the Superior Court  
**Northwest Court Complex**  
14264 West Tierra Buena Lane  
Surprise, Arizona 85374

**FILE:** Go to the Clerk of the Court filing counter to file your documents.

**FEES:** There is a filing fee and service fees for all petitions. You may request a waiver or deferral of the filing fees (and the Sheriff's service fees if you intend to use the Sheriff's office for service) at the time you file your papers. The Self-Service Center and the Filing Counter have the waiver or deferral forms

**PAPERS:** Hand all three **(3)** (or four (4), if a copy is required for the IV-D Agency) sets of your court papers to the clerk along with cash or a Money Order for the \$61.00 filing fee.  
**NOTE: If this is your first "appearance" in this case**, meaning that you are not the petitioner and this is the first time you have filed any response or other papers, **you may also have to pay an APPEARANCE FEE OF \$231.00.** File the papers with the Clerk of the at one of the Superior Court locations previously listed.

If you bring picture identification, and if you have not already signed the form and/or had the form notarized, a Deputy Clerk will verify your signature, date and sign the **"Request"** at the bottom.

☐ **STEP 5: MAKE SURE YOU GET BACK THE FOLLOWING FROM THE CLERK:**

- Your Set of Copies.
- The Other Party's Set of Copies with a blank **"Petition for Hearing/Notice of Hearing"** attached.
- The Set of Copies for the IV-D Agency (if required)
- Ask the Clerk to stamp the extra copies for you. These are called "conformed" copies.

☐ **STEP 6: SERVE THE PAPERS ON THE OTHER PARTY**

- See the Self-Service Center **SERVICE** Packet for instructions on how to serve the other party
- If the other party is in-state, you must have the papers delivered by a Private Process Server or the Sheriff's Department unless the other party will sign an Acceptance of Service in front of a Notary Public or Clerk of Court.
- You may not hand-deliver the papers *unless* the other party will sign an Acceptance of Service in front of a Notary Public or Clerk of Court
- You may not mail the papers if the other party resides within the state *unless* the other party will sign an Acceptance of Service in front of a Notary Public or Clerk of Court.

**NOTE: If one of the parties is using the child support enforcement services of the Department of Economic Security (DES), this Petition must be served on that office as well as the other party.**

You may serve DES by mailing a copy of the **Petition** and an **"Acceptance of Service"** form to:  
**Attorney General, Child Support Enforcement, P. O. Box 6123, Site Code 775 C, Phoenix, AZ 85005.**

The **"Acceptance of Service"** (form GN22F) is included in the **"SERVICE"** packet available for purchase from the Self-Service Center, or it may be downloaded for free from the Self-Service Center's website at:

<http://www.superiorcourt.maricopa.gov/ssc>

Enclosing a self-addressed, stamped envelope for the Agency to mail the signed form back to you, may speed the response time. There is no charge (except postage) for serving DES by this method.

You may also choose to pay to have the papers served by a private process server or the Sheriff's Department. You may serve either the: Director, Department of Economic Security, 1789 W. Jefferson, Phoenix, AZ 85007 OR Attorney General, Child Support Enforcement, 15 S. 15<sup>th</sup> Avenue, Phoenix, AZ 85007

**STEP 7: WAIT** for the Court to let you know whether the Order was signed or the matter was set for a hearing. **If** the other party requests a hearing, either a hearing or a conference will be scheduled. You will receive written notice of when and where to appear (date, time, and location)

If the other party does not request a hearing, *usually* one of the following will happen:

- The new Order of Assignment (with the changes you requested) will be signed.
- A Hearing or Conference will be set.
- You will be notified by mail that your request was denied.

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